

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 400 INSTITUTIONAL MANAGEMENT	SUPERSEDES: AR 486 (07/28/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 486 PREVENTIVE MAINTENANCE PLAN	EFFECTIVE DATE: 09/06/03

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PURPOSE

To set forth guidelines and establish procedures for the preventive maintenance of each Department institution and facility.

To prevent deterioration of the buildings, grounds, mechanical systems, electrical systems and equipment.

AUTHORITY

NRS 209.131

RESPONSIBILITY

The Chief of Plant Operations shall ensure the Department's Preventive Maintenance Plan is implemented in each institution and facility.

The Warden or Department Supervisor of each institution and facility are responsible to ensure that a

preventive maintenance manual is developed utilizing the designated format outlined in the Department's preventive maintenance plan, and that their staff has knowledge of and complies with this regulation.

Under the Institution Warden or Facility Manager, the Facility Maintenance Supervisor shall be responsible for, but not limited to, the following activities:

- Establishing and executing a preventive maintenance program;
- Establishing priorities for the facilities equipment maintenance;
- Assisting with the planning, funding, expenditures of assigned budget(s); and
- Ensuring code and regulatory compliance. **(3-4120)**

DEFINITIONS

DEPARTMENT – The Nevada Department of Corrections.

DIVISION HEADS – Those individuals responsible for the major divisions of the Department; such as Personnel, Inmate Services, Fiscal, Inspector General's Office, Procurement, Accounting, Offender Management, Stores, Medical and Prison Industries.

PREVENTIVE MAINTENANCE MANUAL – A manual developed from the Department's Preventive Maintenance Plan that is specific to each institution/facility, and is broken down into specific categories.

PREVENTIVE MAINTENANCE MASTER PLAN – The Department plan for the preventive maintenance procedures for all institutions/facilities.

APPLICABILITY

This regulation applies to all Department institutions, restitution centers and camps.

PROCEDURES

486.01 DEVELOPMENT OF PREVENTIVE MAINTENANCE MANUAL

1.1 The Department's Preventive maintenance Plan (PMP) is established as a resource manual supplemental to this regulation to be utilized by each institution/facility in developing detailed instructions regarding preventive maintenance that addresses the unique characteristics of each institution and facility.

1.2 The Facility Maintenance Manual must ensure:

- That the applicable building codes and regulatory standards shall be met; **(3-4120)**
- That standards for physical plant and equipment maintenance shall be established;
- That the physical plant and equipment of all institutions/facilities shall be properly maintained;
- That the security of institutions/facilities shall be enhanced by physical plant and equipment maintenance;
- That the appearance of each institution/facility shall confirm that it is well maintained, clean and orderly;
- That the department's capital investment shall be protected;
- That each institution/facility track related costs associated with preventive maintenance; and
- That each institution/facility in conjunction with Central Plant Operations shall properly determine and forecast future needs.

1.3 The institutions/facilities Preventive Maintenance Manual shall be divided into the following categories:

1.3.1 Index;

1.3.2 Procedure;

1.3.3 Equipment Inventory;

1.3.4 Replacement Schedules;

1.3.5 Maintenance Schedules;

1.3.5.1 Date frequency, action, and documented employees.

1.3.5.2 Emergency equipment and systems are tested at least quarterly at a minimum or in accordance with manufacture's recommendations and construction manual.

1.3.6 Maintenance Contracts;

1.3.7 Building Description;

1.3.8 Forms;

1.3.9 Facility Locations to include:

- Housing Units;
- Posts;
- Towers;
- Infirmary;
- Gatehouse;
- Canteen;
- Prison Industries;
- Laundry;
- Culinary;
- Education;
- Maintenance Area;
- Visiting;
- Administrative Building;
- Generator/Boiler Room;
- Chapel;
- Law Library;
- Gym;
- Warehouse;
- Hobby Store;

- Vehicles;
- Security Lighting; and
- Grounds.
 - a. External;
 - b. Fence Lines; and
 - c. Other.

1.4 Preventive Maintenance Manuals shall be maintained in the Office of the following:

- Warden;
- Associate Warden of Operations;
- Administrative Services Officer;
- Facility Supervisor; and
- Chief of Plant Operations.

1.5 Facility preventive Maintenance manuals shall be kept current by each institution/facility, and reviewed at least annually by the Division Head, Associate Warden of Operations, Associate Warden of Programs, Administrative Services Officer, and Maintenance Supervisor.

1.6 Any revisions, changes, or additions shall be submitted to the Chief of Plant Operations after approval of the Division Head.

1.7 The Chief of Plant Operations shall conduct an annual on-site plant inspection and review of all facility preventive maintenance records to ensure compliance with this regulation.

1.8 In the event of an emergency or life-threatening situation, the problem is to be reported to the Shift Supervisor who must contact the Warden/Facility Supervisor or AOD (Administrative Officer of the Day). Depending on the severity of the situation the Warden or AOD will contact the Assistant Director of operations and the Chief of Plant Operations to determine the corrective action. **(3-4206)**

REFERENCES

ACA Standards 3-4120 and 3-4206

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.